

2: INTERLIBRARY LOANS

A. Lending

1. The York County Public Library will lend only books on interlibrary loan. Titles in high demand, reference, Virginiana reference, periodicals, and audiovisual materials will not be loaned. Materials published within the past 12 months will not be loaned either. The loan period is three weeks.
2. The York County Public Library may charge a fee to the borrowing institution to cover the costs of shipping and handling.
3. Items may be renewed by borrowing institutions for one additional three week period. Items which are on reserve for York County Public Library patrons may not be renewed.

B. Borrowing

1. Interlibrary loan service is available only to York County residents who hold a valid York County Public Library card and are in good standing with the Library. (A library card in good standing is one with fines and fees of less than \$5.00) Nonresident library patrons may not place interlibrary loan requests.
2. The overdue fee for interlibrary loans is \$1.00 per day per item. All overdue interlibrary loan fees must be paid before another interlibrary loan request may be made.
3. Books on interlibrary loan may be renewed, on request, one time; however, renewals are dependent upon the approval of the lending Institution. If a renewal is not granted, the patron must return the item immediately or the daily overdue fee will be charged until the item is returned. Renewal requests must be made 7 days before the item is due.
4. If an interlibrary loan item is lost, the lending institution establishes the cost of the lost item, which is charged to the responsible borrower, including any fees charged.
5. If a lending institution charges a fee for an interlibrary loan item, the requesting patron is responsible for paying the fee. Any accessed fees will be added to the patron's account.
6. An item that is in a missing, lost, or not on shelf status may be requested on interlibrary loan.
7. New items (those that have been published within the past 12 months) will not be requested from other institutions.
8. The maximum number of interlibrary loans a patron may request/have at one time is five.

Amended March 8, 2007